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Adminsoft Accounts User Guide

# **Inventory / Stock Control**

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Last updated 18<sup>th</sup> August 2022

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Published by Adminsoft Ltd. To contact the publisher please email [sales@adminsoftware.biz](mailto:sales@adminsoftware.biz)

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# Adminsoft Accounts Basic User Guide – Stock Control

## Introduction

In some countries it's '**Stock Control**' in others it's '**Inventory**'. Adminsoft Accounts will display whatever term it thinks is appropriate. In this guide, we'll just refer to it as 'Stock Control'.

I always say that Stock Control is one of those things that looks like it should be fairly straight forward, but in fact is anything but!

Even something as simple as finding out what a stock item cost you can get really difficult. For this reason, if you're running Adminsoft Accounts in '**Level 1**', you don't get Stock Control. What you get is more like a simple price list. So, we'll start with '**Level 1**' first, before getting into the 'fun' stuff!

## Stock Control in Level 1

The stock item details form will look something like this:

**Stock Item Details for None Controlled Stock (Basic)**

Stock Code/SKU: 00-0024 [Find] [Prev] [Next] [Chge]

Description: LEVER, FR BRAKE, HARRIS T140

Extra Desc.:

Bin Location: 1 [ ] 2 [ ] 3 [ ]

Item Type: Goods [v] [Show Full Details]

Unit: [ ] (eg. kg, lbs, litres, hours, may be blank)

Item Weight: 1.5600 grams

Solvent Content: 0.00

**Selling** | Purchasing | Sales Graph | Sales Data | Notes

Our Price: 41.67 (include VAT)

Price Per: 1.00 Surcharge: 0.00

Unit of Issue: 1.00 Commission: 0.00

OK to Sell: Y (Y/N) Comm Type: Fixed Amnt [v]

Value Added Tax: 1 [ ] **STANDARD RATE**

Sales Analysis: SAL2 [ ] **SHOP SALES**

If you want to change the stock code for this item, enter the new code then click the 'Chge' button.

[?] Help [New] [Delete] [Clear] [Save] [OK]

Everything you see on this form will also be in the stock item details form when running in '**Level 2**', plus a lot more. Let's identify each item on the form:

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**Stock Code/SKU** This is a 20 character code to identify the stock item. It will be unique, and can contain any characters you like. When creating a new stock item (just click on the 'New' button at the bottom of the form) you would enter this code yourself. You may have your own method for coding stock items, or you may use the codes as used by your supplier or the manufacturer. The stock code does have to be unique, no two stock items can have the same code.

If using codes that are used by your supplier or manufacturer, you may want to prefix them with a 'supplier' code. In case two or more suppliers/ manufacturers use the same part number for different items. In the image above, you'll notice the stock code begins with 00- well that's a prefix. In this example they're just numbers, but they can contain letters too. If you're going to do this, you need to standardize the prefix (because searches in the AutoManager module can be done that ignore the prefix). To do this, click on 'Setup' on the top menu bar, go down to 'Stock Control' and select 'Settings'. In the 'Miscellaneous' section, you'll see the input field 'SKU Code Size'. In our example, it would be set to 17. Meaning 17 characters are available for the actual stock code, and 3 characters for the supplier prefix. One of those characters would usually be a '-' just so it's easy to see where the prefix ends and the stock code begins, but a '-' doesn't have to be used. The actual prefix can be anything you wish. The software does not maintain a list of prefixes.

Most users tend not to bother with prefixes and just use the whole 20 characters that are available for the stock code.

**Description** is exactly that. It can contain any mix of letters or numbers up to a maximum length of 45 characters. The description is often displayed when a stock item is used. When entering a Sales Invoice, this description will appear in the invoice next to the stock code. Though invoices do not have the room to display (and often print) all 45 characters of a description. So, if you use long descriptions, expect them to get cut short. If you need a long description, you may around this by entering some of into the 'Extra Desc.' input field.

**Extra Desc** This is an extra line for more description. It's also 45 characters long, and if an item is entered into a Sales Invoice that contains extra description, it will appear in the line below the main line containing the stock item details. Like 'Description' above, it can get truncated. So, try to keep it short. When running in **Level 2**, there are several lines of extra description available.

**Bin Location** You can enter up to three locations for a stock item. Each input field is limited to 10 characters. They are not coded, so you can enter anything you wish, which can be letters and/or numbers.

**Item Type** allows you to specify whether a stock item is actually an item, or whether it's a service. For example, let's say your business is serving and repairing generators. You may keep some parts in stock, basic service items like filters, spark plugs, belts, and so on. These of course are '**Goods**'. But you may also have standard prices for servicing some generators, and you can enter these as stock items, and set the '**Item Type**' to '**Service**'. When raising a sales invoice, it can be quicker to type in a few characters of stock code, rather than a full description. Also, it can make it easier to analyse how many services on each type of generator you're doing.

**Unit** can be up to 8 characters long. It isn't coded, so can contain anything you wish. The idea is to indicate the unit of measure of whatever the item is. For example, if it's paint contained in a large drum, you may measure it in 'litres' or 'gallons'. If it's powder, you might measure it by weight, and so use 'kg', and so on. Whatever you enter here, is for your reference only, it does not appear on any documents such as Sales Invoices. It can be left blank.

**Item Weight** is used in Sales Invoices. As items are sold, their weight is added up and displayed at

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the bottom of the invoice. This is can be useful for working out courier/freight charges. The weight always has to be the same unit of measure. In our example above, it has 'grams' to the right of it. But you can change this: click on 'Setup' on the top menu bar, go down to 'Stock Control', and select 'Settings'. In the 'Miscellaneous' section you'll see the input field 'Stock Item Weight in'. Enter whatever unit of measure you wish to use in there.

**Solvent Content** is a legal requirement in some countries when selling things like paint. However, currently it does not appear on screen when Sales Invoices are created or viewed, but it is available as a data item that can be used in sales invoice layouts (both print/PDF and HTML).

Next, we'll look at the information that is available when on the tabs: '**Selling**', '**Purchasing**', '**Sales Graph**', and '**Notes**'. By default, the '**Selling**' tab will already be visible, to see the others simply click on the tab (where the title is displayed). We call them 'tabs', because they're a bit like tabs in an old fashioned card filing system.

## ***Selling Tab***

**Our Price** is the retail price of the item. This may be the manufacturers or suppliers recommended retail price, or a price you have created yourself. Any discounts will be applied to this price.

Depending on your typical customer, you may want this price to include Sales Tax/VAT or you may not. It probably depends on whether most of your sales are retail or trade. If it includes Sales Tax/VAT, it'll say so to the righthand side of the input field. The default setting is **NOT** to include Sales Tax/VAT. In our example, it says '(Include VAT)'. This will apply to all stock items. You can't have some priced to include Sales Tax/VAT and some not. If you're using the Shop/Cafe Manager module, stock prices may include Sales Tax/VAT, which is the recommended setting. To change this setting: click on 'Setup' on the top menu bar, go down to 'Stock Control' (or 'Inventory'), and select 'Settings'. In the 'Miscellaneous' section you'll see the input field 'Retail prices incl. VAT' (or it may say 'Retail prices incl. tax' in your system). Set this to 'Y' if they do. Note, it will **NOT** make any changes to your stock item prices. So, if you have entered prices excluding Sales Tax/VAT, and then change this setting to tell the system they *include* VAT, all your prices will be wrong! You may be able to use the '**Wholesale Stock Changes**' option in the Stock Control menu to change all retail prices.

Note, in versions of the software prior to v4.216, if you were using the Cafe/Shop Manager module, prices would have been automatically set to include Sales Tax/VAT, and it wasn't possible to change this setting.

**Price Per** normally will be set to 1. There are two instances where it's often used. One is where a stock item is perhaps sold in pairs, say. And is priced as such. For example, you might sell a particular spark plug, and you always sell them in pairs (perhaps they're used in engines that have two cylinders), but your stock quantities always deal with them as individual units. So, you could price it at maybe \$24.00 for the pair. In which case you would set the 'Price Per' input field to 2. Making them \$12.00 for each plug. The other instance where it's used is with stock items that have a very low price, less than 0.01. If for example you have a stock item priced at 0.0012. You could set 'Our Price' to 0.12 and set 'Price Per' to 100 (ie.  $0.0012 \times 100 = 0.12$ ). You can still sell in any quantity you like. So, if for example you were entering a Sales Invoice, you could put 50 into the quantity sold. In our example, it would produce a total selling price of 0.06 for those 50 units.

**Unit of Issue** is used by the AutoManager module. It's possible that you have some items that are

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handled and priced individually, but are always sold as 10 to a box, 20 to a box, or whatever. Using spark plugs as an example again, many engines will use four of them. If you've priced them individually, you could set the 'Unit of Issue' to 4. So, in AutoManager, whenever this item is sold, it will automatically set the quantity being sold to 4 instead of the usual 1.

**Value Added Tax** is the tax code to use for this stock item. Depending on your country, it may say **Sales Tax** or something similar. Whether the stock item includes Sales Tax/VAT or is subject to Sales Tax/VAT or not. Either way, the system still needs to know which tax code to apply.

**Sales Analysis** allows you to input a Sales Analysis code of up to 8 characters. Click the small button to the right of the input field if you're not sure what to enter. This will display a list of available Sales Analysis codes along with their descriptions. The Sales Analysis code allows you to group items together, so you can analyse your sales. For example, if you sell books, you might want a Sales Analysis code for science fiction, another one for biographies, and so on. You can leave it empty if you wish.

**Surcharge** is an amount of money that you need to charge your customer when selling a service exchange item. This is where the customer brings in their old item, and you basically take it in part exchange for a new one. If the customer doesn't actually have the old item with them at the time, you can make an extra charge, which can then be refunded once the customer hands over the old item. Whatever value you enter in the '**Surcharge**' input field will appear in a Sales Invoice on a separate line to the stock item as an additional charge. Though if the customer already has the old item with them, you can simply delete it off the invoice.

**Commission** allows you to specify how much commission you will pay your sales staff for selling a particular stock item. There are reports available that will detail all items sold, who sold them, and the amount of commission earned.

**Comm Type** relates to '**Commission**' above, and allows you to set what type of commission it is. It may be a fixed amount (the default), or a percentage of the sale price, or a percentage of the profit.

## ***Purchasing Tab***

**Item Cost Price** is the price you would expect to have to pay for this item. An amount is needed in here, so that when raising Sales Invoices, the system knows how much profit is being made on the sale of stock items. But it is not used for any actual accounting purposes. What you put in here will have no effect on your Profit & Loss or Balance Sheet.

**Price Per** is used in just the same way as the '**Price Per**' input field in the ***Selling*** tab.

**Purchase Analysis** allows you to enter a Purchase Analysis code of up to 8 characters. Just like the Sales Analysis code, this allows you to group together particular stock items. However, it's possible that for purchasing you may wish to group them slightly differently to sales. This input field allows you to do that. You can leave it empty if you wish.

## ***Sales Graph Tab***

This displays a simple graph showing sales over the last four calendar years, by quantity. To the right of it, is a list showing sales (again by quantity) over the last 8 months, including the current

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month. It's useful to get a quick idea of whether a stock item is selling or not.

## *Sales Data Tab*

This displays a summary of sales of the stock item based on your financial year. As well as the quantity, it shows the amount of sales and the amount of profit.

## *Notes Tab*

Allows you to enter some notes about the stock item. You can enter as much text as you like. These are purely for your reference. These notes do not get printed anywhere, although they are sometimes available to view in various parts of the accounting system, notably the Parts Counter option in the AutoManager module is one of them.

At the top of the form, to the right of the '**Stock Code/SKU**' input field:

**Find button** allows you to search for a stock item. If you know the item code, you can just type it into the '**Stock Code/SKU**' input field and press Enter of your keyboard, if not, click the '**Find**' button. It will display a list of stock items in stock code order (including any prefix). If you can't find what you're looking for, there's a further option in there called '**Full Stock Search**' which allows you to perform a fairly extensive search of the stock database.

**Prev button** will move to the previous stock item, in stock code order. All the details in the stock item details form will change to those of the newly selected item.

**Next button** will move to the next stock item, in stock code order. All the details in the stock item details form will change to those of the newly selected item.

**Chge button** allows you to change the actual stock code. To use it, edit the stock code in the '**Stock Code/SKU**' input field, then click the '**Chge Button**', and the edited code will become the new stock code for that item. Most places in the accounting system will reflect the change. However, where the stock item appears in any existing Sales Invoices or Purchase Orders, it will retain its old stock code. It's not a problem if there's a Purchase Order still outstanding with the stock item on it, the stock item will still be updated when it comes in. The stock code is for human use only. The accounts system generates its own unique internal reference for each stock item created, and it's that reference that it uses to access stock item across the system.

**Show Full Details button** will display the stock item in the '**Level 2**' stock item details form. In that form, you see a lot more, and have a lot more options.

**New button** allows you to create a new stock item. When you click this, the form will clear ready for you to enter the details of the new item. The first thing to enter is the stock code, and remember this can be anything you wish up to a maximum of 20 characters, but it must be unique. The software will let you know if you enter a code that's already used.

**Delete button** allows you to delete a stock item. You will not be able to delete a stock item that's had stock in it. If you always use the accounts system in '**Level 1**', this will never happen, you'll always be able to delete an item. But if the system has been used in '**Level 2**', and the item has had

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a quantity in stock at any time, then the '**Delete**' button will be greyed out.

**Clear button** will clear the form, and make it ready to accept another stock code. It does not delete anything.

**Save button** will save any changes you've made to a stock item, or save the new item if you're just creating one.

**OK button** will save the stock item details and then close the form.

And when running the accounts system in '**Level 1**', that's about that as far as stock goes. We've pretty much covered it. If you want to control stock levels, you need to run the system in '**Level 2**', and things get rather more complicated. See below.

## Stock Control in Level 2

Rather than dive straight into what each input field/button does what, we first need to talk about stock control. Obviously, stock control involves counting stock as it comes in, as it's purchased, and then counting it back out as it's sold. Sounds simple enough. The problem is, the real world gets in the way:

It's not uncommon to sell a stock item that you have just received, but not yet booked into stock. When that happens, where does the software get the cost price from?

It's not uncommon for a customer to return a stock item, for which you then have to raise a credit note. Where does the system get the cost from? The original sales invoice (which may not have a cost on it, and if it does have a cost, is it accurate), the latest list price from the supplier, the last purchase cost, the average price, etc, etc.

It's not uncommon for you to reach into a box to pull out a stock item, only to find it's not there! This is called shrinkage. Items vanish because of clerical error, or they get broke and no one mentions it, or they get lost (perhaps put into the wrong box), or they get stolen, and so on.

The list of stuff that happens in the real world goes on and on, and it all makes stock control rather complicated. I don't want to put you off doing it. It's useful, and for many businesses it's vital. But make sure you allow yourself plenty time to get it up and running. Especially if you're not experience at maintaining a computerized stock control system.

So, down to the basics:

## Getting stock into the system

There are five ways of doing this: Purchase Orders, Receive Stock from Supplier option (in the Stock Control menu, discussed later), the Adjust Stock button (there's actually two of them) in the stock item details form, the "Import Data from Supplier" option in the Stock Control menu (this option will also be discussed later), and Purchase Invoices (as from v4.201, though the stock item must already exist in the database). You can put items into stock when entering a Purchase Invoice

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in the same way as they are taken out of stock when entering a Sales Invoice.

Adding items into stock straight out of a file using the “Import Data from Supplier” option in the Stock Control menu, can be very useful, particularly if you have a lot of items. As this can get a bit involved, we'll discuss it later. For now, we'll just concentrate on handling one item at a time. To create a new stock item, go into the '**Stock Details**' option in the Stock Control menu, and click the '**New**' button. The cursor will sit in the '**Stock Code/SKU**' input field waiting for you to type in the unique stock code of the new item. The same rule applies as when adding stock items when running the accounts system in **Level 1** (see above). When you've entered the stock code, press the 'Enter' key on your keyboard. You can then start typing in the rest of the information. The form will look something like this:

Stock Control - Stock Item Details

Stock Code/SKU: TEST TEM 345454544

Description:

Extra Desc:

Bin Location: 1 2 3

Item Type: Goods Is Item a Kit: N (Y/N)

Unit: (eg. kg, lbs, litres, hours, may be blank)

Stock Controlled: Y (Y/N, are stock levels of this item to be controlled?)

CN Code: (for EC Intrastat)

Item Weight: 0.0000 grams

Solvent Content: 0.00

Archive Item Clone Item Merge Items Edit Bar Code Images Quote Price Reserve Stock Adjust Stock Age of Stock Kit Parts Stock Report

Details Analysis Movement Sales P/O's Quotes/Reserved Suppliers Associated Items Supercessions/Alternatives Special Prices Notes

Selling

Our Price: 0.00 (includes VAT)

Price Per: 1.00

Unit of Issue: 1.00

OK to Sell: Y (Y/N)

VAT code: 1 STANDARD RATE

Purchasing

Surcharge: 0.00

Commission: 0.00

Comm Type: Fixed Amnt

Sales Discount: SAL2

Sales Analysis: SHOP SALES

band 1: 0.00

band 2: 0.00

band 3: 0.00

band 4: 0.00

band 5: 0.00

Help New Delete Clear Save OK

You'll see we've entered the Stock Code 'TEST ITEM 345454544'. If it was already in use, the software would tell us, and prevent us from moving on until we entered a unique Stock Code. You'll also see there are lots of extra bits in this form compared to that when running in **Level 1**. Rather than go over every single input field again (check out **Level 1** above), we'll cover the additional items.

To the righthand side of the '**Extra Desc**' input field you'll see a button called '**More**'. If you click this, it will open up another form that allows you to enter up to 5 lines of description, including the main '**Description**' and '**Extra Desc**' you can see on the main form. If the item is selected on an invoice, all the extra description lines will appear. Any blank lines will be ignored.

**Stock Controlled** can be set to 'Y' or 'N'. If it's set to 'N' then no attempt is made to control the quantity in stock. It will never know how many items are in stock, or what the current stock is worth. This can be useful if you want to use a stock code for courier charges, for example. If it's set to 'Y' then it will add and deduct items from stock as required, and will at all times know exactly what the stock holding is worth (in theory...). You can change the value of this input field at any time, but you should be aware that it is not retrospective. In other words, if it was set to 'N', and stock items were added and removed from stock, and then you set it to 'Y', the quantity in stock would be 0. It would not take into account any previous stock movements. To get around this, after



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saving the stock item details (just click the '**Save**' button at the bottom), you can click on the '**Movement**' tab, and then click the '**Re-balance Stock**' button. This will run through each stock movement and build up a quantity in stock figure.

**CN Code** is the 'Combined Nomenclature' code used for Intrastat reports within the European Union. It's an 8 digit code. Adminsoft Accounts has an option for printing Intrastat reports for purchases, which will use these codes. If you have to file Intrastat reports, you'll already know all about the CN Code. If you don't file Intrastat reports, then you're in the enviable position of being able to completely ignore it.

Other differences are in the '**Selling**' and '**Purchasing**' sections:

## Selling

In addition to the '**Our Price**', '**Unit Per**', etc It also has '**Sales Discount**' input field, and '**band 1**' to '**band 5**' discounted price input fields. Please see the guide on discounts for a full description of what these are, and how they're used.

## Purchasing

When running in **Level 1**, the only input fields were '**Cost Price**', '**Price Per**', and '**Purchase Analysis**', see above information on **Level 1** for a discussion on these. In addition to these input fields, we also have:

**Minimum Quantity** which is the lowest the stock level should be allowed to fall to. This can be any value from 0 or higher.

**Maximum Quantity** is the maximum desired stock level.

**Re-order Level** is just that. While the '**Minimum Quantity**' is really little more than a reminder (although reports can be generated using it), '**Re-order Level**' is the value that's used when automatically raising a Purchase Order. Normally, the '**Re-order Level**' would be the same or higher than the '**Minimum Quantity**'. If the stock level of an item has fallen below the '**Re-order Level**' then it will be placed on the Purchase Order (if it's being generated automatically). The amount of stock ordered will be the '**Maximum Quantity**' less whatever is in stock now. In other words, sufficient to bring the stock back up to the '**Maximum Quantity**' level. If the item is already on another outstanding Purchase Order (this will be displayed in the top righthand corner of form), this will be taken into account. So as not to over order.

**Non-stock Item** indicates whether this stock item is usually held in stock or not. Setting this to '**N**' means the item is usually held in stock. Setting it to '**Y**' means it's only held in stock when specifically ordered. If it's set to '**Y**', the stock item will not appear on a Purchase Order that's been automatically generated (ie. the 'Build Up Order From Stock' option).

**Item Still Available** is used to indicate whether the stock item is still available from suppliers. It's obsolete, it may not be. If it's set to '**N**', the stock item will not appear on a Purchase Order that's been automatically generated (ie. the 'Build Up Order From Stock' option). There's no point trying to order an item that's not available.

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**Purchase Discount** is an eight character code. It can be used to determine the cost price to use when raising a Purchase Order. Please see the guide on discounts for information on how this used.

Once you're happy with the information you've entered, click the '**Save**' button (you can edit most of the information later on if you wish, nothings set in stone). You've now created a stock item. If the stock is controlled (ie. you want to monitor stock quantities), the next step is to enter an opening balance.

You can do this by clicking the '**Adjust Stock**' button in the stock item details screen. The form will look like this:

The screenshot shows a dialog box titled "Opening Stock Balance". It contains the following fields and controls:

- Stock Code: TEST ITEM 123
- Description: This is item 123
- Quantity in Stock: 0.00
- Average Cost: n/a (unit cost)
- Quantity: 0.00 (opening stock level)
- Assumed cost: 0.00
- Cost per: 1.00
- Reason: misc (dropdown menu)
- Radio buttons: ☐ Adjustment, ☒ Opening Balance
- Buttons: ? Help, X Cancel, OK

Enter the quantity you have in stock. The '**Assumed cost**' is the cost per item. This is used in conjunction with the '**Cost per**' input field. Though most of the time '**Cost per**' will probably be 1.00 Normally, when entering an adjustment to the stock quantity, you would select a '**Reason**'. In this case, because there's nothing in stock, you'll see in the bottom left hand corner it's selected this entry as an '**Opening Balance**', and so the '**Reason**' won't actually be used.

In versions of Adminsoft Accounts v4.199 onwards, you can also enter a date into the adjustment. Prior to v4.199, it would only ever use the actual date the adjustment was being made (as in the above image).

When the form is happy with the information you've entered, you'll be able to click the '**OK**' button to save it. Several things will then happen: the quantity in stock will increase to whatever figure you entered, the total cost of stock will reflect the quantity multiplied by the unit cost you entered, and a stock movement record will be created. If you click on the '**Movement**' tab in the stock item details, you'll be able to see the movement record.

**IMPORTANT NOTE:** Postings are made to the Nominal Ledger (General Ledger) to reflect a movement of stock when raising Sales Invoices (please see Sales Analysis codes), and when entering Purchase Invoices (please see Purchase Analysis codes). This also means things like Purchase Orders, and the 'Receive Stock from Supplier' and 'Send Stock Back to Supplier' options do not generate any Nominal Ledger (General Ledger) postings. This is because a Purchase Order is always followed by a Purchase Invoice, as is the 'Receive Stock from Supplier' option. And when 'Send Stock Back to Supplier' is used, either the goods will be replaced, or followed by a Credit Note (which will make postings to the Nominal Ledger (General Ledger)). When entering an adjustment, as per the above screen image, a posting may be made into the Nominal Ledger (General Ledger) depending on the '**Reason**' selected. You can set up these reasons yourself (Setup → Stock Control → Adjustment Reason Codes), and specify an account if posting is required.

Now we've covered the very basics, and creating opening balances using the '**Adjust Stock**' button, before moving on to other options, we'll cover all the other buttons and items on the Stock Item

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Details form. First the buttons:

**Archive Item** allows you to do just that. If selected, the item will no longer appear in any lists of stock items, including the lists used for finding items. You can use this option even if there are still items in stock. Any reports that are reporting on stock levels, will still include any archived items that have a stock level. When an item is archived, the caption on this button changes to '**Un-archive**', clicking it will un-archive the stock item.

**Clone Item** allows you to create a copy of the currently selected stock item. Though this does not include any of the stock movements or quantities held in stock. It does include things like descriptions, bin locations, min. & max. quantities, analysis and discount codes, etc. A small window will appear asking if you also want to clone the list of suppliers of this item, alternative items, associated items, and any customer special prices.

**Merge Items** allows you to merge the currently select stock item with another stock item. All the details of the merged item will be as per the currently selected item, except the item will now contain all the other items stock and stock movements. The stock code of the old stock item will cease to exist.

**Edit Bar Code** allows you to enter a bar code for the currently selected stock item, or edit an existing code. After selecting this option, you can type in or scan in the new/edited bar code. Bar codes are used in the AutoManager and Shop/Cafe Manager modules. Only one bar code is allowed per item.

**Images** allows you to attach up to 8 image files to the stock item. The images must already exist (ie. there's no facility here for scanning them in). The images are available to view in the Parts Counter option in the AutoManager module. They can also be printed out as part of a document in Sales Invoices, Credit Notes, and a range of other documents, using both print/PDF and HTML layouts.. See the guide on Image Handling for more information.

**Quote Price** allows you to enter the details of any price you may have quoted to a customer. Useful if that customer then makes contact sometime later to place an order. Any quotes you create through this option can be viewed by clicking on the '**Quotes/Reserved**' tab in stock item details.

**Reserve Stock** allows you to set aside a quantity of stock for use later. It works in much the same way as the '**Quote Price**' option. The difference is, any quantity reserved will appear in the '**Reserved**' figure in the top righthand corner of the stock item details form. Depending on the settings in sales, it may prevent a Sales invoice being raised if there is insufficient stock when taking the reserved stock into account. If using this option, it's very important to use the 'Cancel This Reservation' option (in the 'Reserved Stock' details) in order to release the stock. Otherwise it will be held on reserve indefinitely.

**Age of Stock** will list any stock movements that still have a quantity of stock associated with them. In order for FIFO (First In First Out) and LIFO (Last In Last Out) costing systems to function, the software must keep track of how much of the stock that comes in at any time has been used. For example, lets say that we had three deliveries of a stock item:

Delivery Date	Unit Cost	Quantity Received
Jan. 12 <sup>th</sup>	1.25	10
Feb. 15 <sup>th</sup>	1.30	20
Apr. 10 <sup>th</sup>	1.28	10

# Adminsoft Accounts Basic User Guide – Stock Control

If we're working on FIFO, which is the most common, when we take some items out of stock, clearly those items will have cost us 1.25 each. That's fine, but what if we take 10 items out of stock, and then later take another 10? That next 10, we can see from the above should not be costed at 1.25 each, but 1.30 each. To keep track of this, the software monitors how much of each movement of stock received is used up. You'll usually see this in stock item details as the remaining figure, or '**Qty.Rem**'. So, if we took 10 units, and then took another 10, our data would look like this:

Delivery Date	Unit Cost	Quantity Received	Remaining
Jan. 12 <sup>th</sup>	1.25	10	0
Feb. 15 <sup>th</sup>	1.30	20	10
Apr. 10 <sup>th</sup>	1.28	10	10

You can see the second 10 units would be costed at 1.30 each. And, if we went on to take more units of stock, the next lot (up to another 10) would also be costed at 1.30 each, and then 1.28 each after that. LIFO works the same way, but in the other direction. It uses up the last stock received first, and works its way backwards. LIFO is not common by the way, FIFO is far more common. In times of high inflation, LIFO may be the better option, as it uses the most up to date costs.

**Kit parts** allows you to specify which parts go to make up the kit. This button will not be enabled unless the input field '**Is Item a Kit**' is set to '**Y**'. When you click this button, another form will appear:

Stock Code	Description	Qty per Kit	Available
00-0034	some item or other - test	1.00	14.00
00-0035	SCREW, CL BODY, T140 85-87	2.00	19.50

You can click the '**Add a Stock Item**' to add items to the kit. '**Remove an Item**' will remove an item from the kit (note: this does not delete the stock item). Kits are only created when you click the '**Make up Kits**' button. The details in the top right hand side of the form provide information about the kit, including the total cost of making up a kit, and how many kits can be made (of course, this depends on the number of constituent parts in stock).

This option is the *only* place that kits can be made up. If you enter a kit item on a Sales Invoice, and there is insufficient stock, it will NOT automatically make up any additional items.

When selling a kit item, only the item itself will appear in the Sales Invoice, not any of the constituent items.

# Adminsoft Accounts Basic User Guide – Stock Control

**Stock Report** allows you to produce a report for just that one selected stock item. A form will appear, allowing you to select what information you want to appear on the report.

That covers all the input fields and buttons in main section of the stock item details form, including the 'Details' tab. Below, we'll go through each of the other tabs:

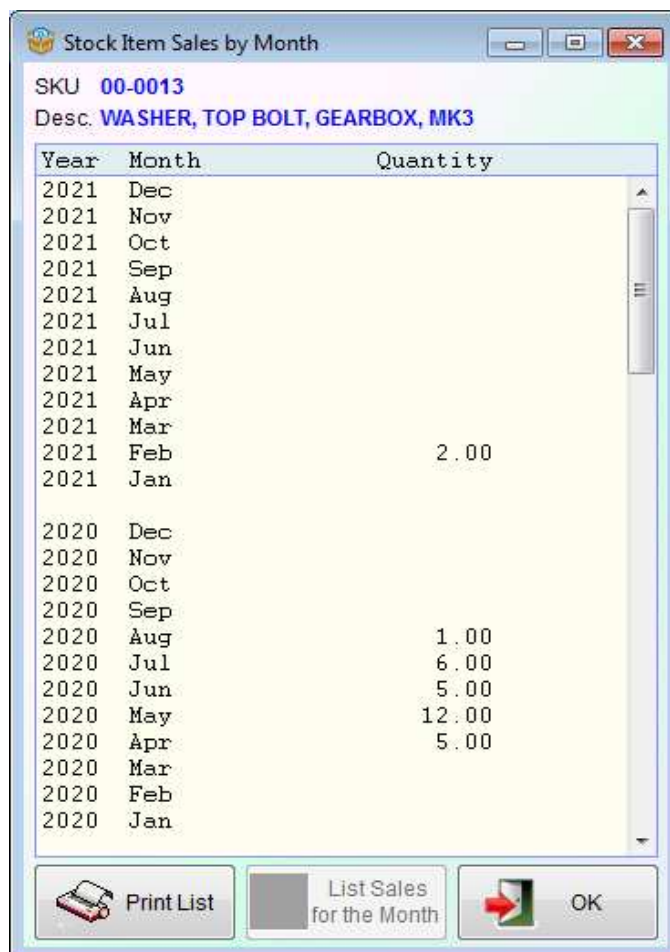
## Analysis tab



As you can see, this shows a graph along with some actual figures, displaying sales data over the last few years. This information is based on the calendar year, not your financial year.

Useful for a quick look to see how a stock item is performing. In the image above, you can see it's got a pretty healthy margin, but not making a lot of money. There are two buttons in here that you can use for further analysis. If you click the 'Sales by Month' button, a form will appear looking something like the next screen image:

# Adminsoft Accounts Basic User Guide – Stock Control



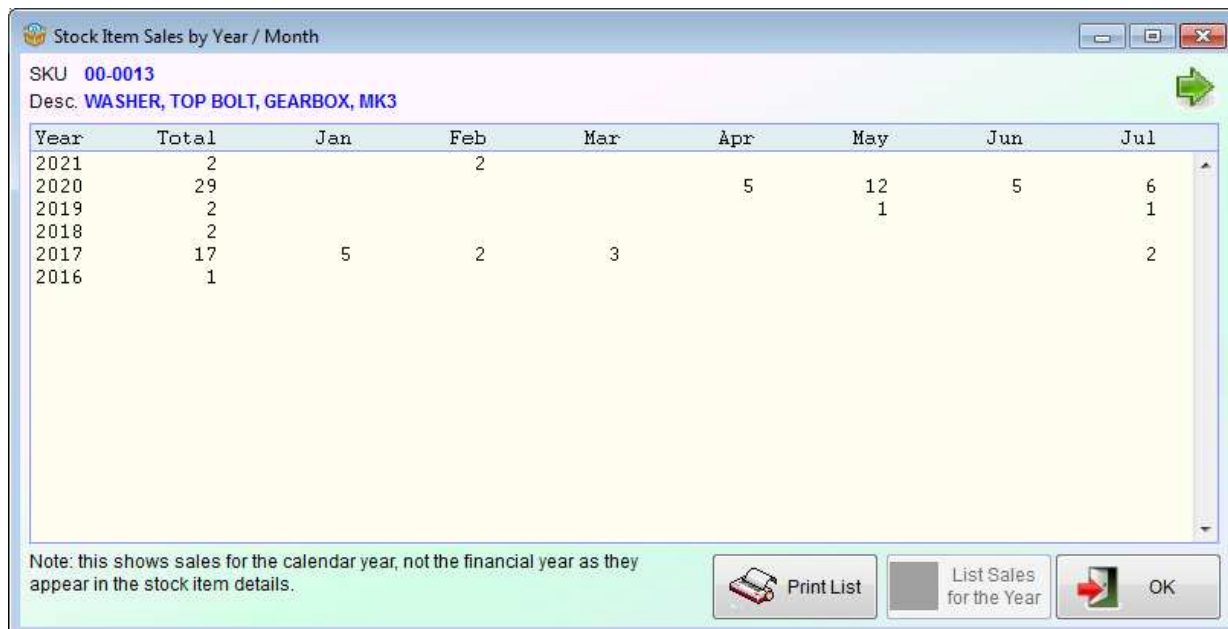
Stock Item Sales by Month

SKU **00-0013**  
Desc. **WASHER, TOP BOLT, GEARBOX, MK3**

Year	Month	Quantity
2021	Dec	
2021	Nov	
2021	Oct	
2021	Sep	
2021	Aug	
2021	Jul	
2021	Jun	
2021	May	
2021	Apr	
2021	Mar	
2021	Feb	2.00
2021	Jan	
2020	Dec	
2020	Nov	
2020	Oct	
2020	Sep	
2020	Aug	1.00
2020	Jul	6.00
2020	Jun	5.00
2020	May	12.00
2020	Apr	5.00
2020	Mar	
2020	Feb	
2020	Jan	

Buttons: Print List, List Sales for the Month, OK

The other button, 'Sales by Year' will produce a form that looks like this:



Stock Item Sales by Year / Month

SKU **00-0013**  
Desc. **WASHER, TOP BOLT, GEARBOX, MK3**

Year	Total	Jan	Feb	Mar	Apr	May	Jun	Jul
2021	2		2					
2020	29				5	12	5	6
2019	2					1		1
2018	2							
2017	17	5	2	3				2
2016	1							

Note: this shows sales for the calendar year, not the financial year as they appear in the stock item details.

Buttons: Print List, List Sales for the Year, OK

The numbers are the quantity of units sold. As you can see, it doesn't just provide a summary by year, but also by month. Only the first seven months of the year are visible initially, due to restrictions on the width of the window. But you can drag the window wider, or click on the green arrow in the top righthand corner.



# Adminsoft Accounts Basic User Guide – Stock Control

## Movement tab

This shows all transactions related to this stock item. Whether its stock coming in or going out. You can view the details of each stock movement (including the original transaction that created the stock movement. You can adjust the stock level by clicking the '**Adjust Stock Level**' button. Note: this button does exactly the same as the '**Adjust Stock**' button above it in the main stock item details section. You can also print a report of the stock movements.

Date	Quantity	Transaction/Reference	Price Each	Cost Each	Qty. Rem	StockQty
19/08/20	-3.00	Booked to job 2294	75.00	35.00		181.00
19/08/20	2.00	Returned from job 2294	75.00	35.00	2.00	184.00
19/08/20	-2.00	Booked to job 2294	75.00	35.00		182.00
17/08/20	-15.00	Sold to customer	75.00	35.00		184.00
04/07/20	-5.00	Sold to customer	75.00	22.50		199.00
01/07/20	-5.00	Sold to customer	75.00	5.00		204.00
22/05/20	-2.00	Sold to customer	75.00	35.00		209.00
03/03/20	-5.00	Sold to customer	75.00	42.67		211.00
03/03/20	10.00	Returned from customer	75.00	426.74	10.00	216.00
03/03/20	-10.00	Sold to customer	75.00	42.67		206.00
12/11/19	6.00	Returned from customer	72.56	35.00	6.00	216.00
12/11/19	6.00	Returned from customer	72.56	35.00	6.00	210.00
12/11/19	6.00	Returned from customer	72.56	35.00	6.00	204.00
12/11/19	6.00	Returned from customer	72.56	35.00	6.00	198.00

In the list of stock movements, the '**Date**' and '**Quantity**' are obvious. Though you should be aware that a negative quantity is stock going out (perhaps a Sales invoice), and a positive quantity is stock coming in. The '**Transaction/reference**' will give a brief indication of what created the movement of stock. '**Cost Each**' is the cost of the item when received (or the cost used if the movement is for stock going out). '**Qty.Rem**' is the stock quantity that remains from that incoming stock movement (as discussed above when using FIFO or LIFO costing methods). If not using FIFO or LIFO, the '**Qty.Rem**' column will not appear, as it's not relevant. '**StockQty**' is a running total of the items in stock. Single left click on a stock movement to enable the '**Movement Details**' and '**Original Transaction**' buttons. If there is no original transaction (perhaps the stock movement was created from an adjustment), then the '**Original Transaction**' button will display the movement details, the same as the '**Movement Details**' button. '**Re-balance Stock**' causes the software to run through all the stock movements and re-calculate the quantity in stock, and the cost of that stock holding. In theory, this option should never be required. But if you're suspicious that a stock item is not showing the correct figures, you can use this option to check.

## Sales tab

This lists all sales, either direct from the ledger, or from the AutoManager or Shop/Cafe Manager modules.

Date	Quantity	Price Each	Type	Customer
21/07/16	1.00	23.00	Invoice	AGE CONCERN NOTTM. & NOTTS.
07/04/16	1.00	34.73	Invoice	J E DAUBRAH & SONS
07/04/16	1.00	34.73	Invoice	J E DAUBRAH & SONS
11/02/15	1.00	41.67	Bookout	Job 2232
12/09/14	1.00	37.04	Invoice	Retail sale
07/07/14	-4.00	41.67	Return	Job 2229
07/07/14	4.00	41.67	Bookout	Job 2229
14/06/14	1.00	41.67	Invoice	A Test Company
13/03/14	2.00	5.00	Invoice	E M ALLWOOD & SON
05/02/14	1.00	41.67	Invoice	Microsoft

# Adminsoft Accounts Basic User Guide – Stock Control

Single left click on any sales transaction to enable the '**Customer Details**' and '**Original Transaction**' buttons.

Note, this list also shows items coming back into stock as a result of a Credit Note to a customer, or stock booked out to a job in the Automanager module and then returned to stock unused.

## Purchases tab

This tab was only introduced in v4.215, so is not visible in some of the other images here, which were taken from an older version of the software.

Date	Quantity	Cost Each	A/c	Supplier
17/04/20	40.00	0.68	DTW001	DTV COMMERCIALS LIMITED
19/02/20	10.00	0.50	ARR003	ARRIVA FORD DAYBROOK
10/07/14	12.00	37.00	ARV001	ARVAL UK LTD
10/03/14	10.00	23.56	ALE001	ALEXANDER DUNCAN (ABERDEEN)
01/02/11	1.00	1.45	ABC001	AIRPORT BEARING CO LTD

As the title suggests, it lists all purchases of stock. This includes items entered using a P/O, a supplier invoice, or via the 'Receive Stock from Supplier' option. If you select a purchase, you can click on the '**Supplier Details**' button to access the supplier account, or the '**Original Transaction**' button to view the original transaction. One useful feature in this option is the '**List in 'Cost Each' order**'. If you click this, it will list all purchases in order of the cost each, starting with the least expensive. All purchases over 12 months ago will be ignored. This can be useful if you want to know who is likely to be the cheapest supplier of the item. Probably not so useful for the item in the above image, with so few purchases, but where there is a high number of purchases, it could be a real time saver.

## P/Os tab

List all Purchase Orders the stock item has appeared in. regardless of the order status. The order status is displayed in the list, see below:

Date	P/O	Status	Ordered	Received	Invoiced	Each
21/07/16	2077	On order	10.00	0.00	0.00	23.0000
22/03/14	2066	Received	1.00	1.00	0.00	23.0000
07/07/14	2057	Received	4.00	4.00	0.00	15.3300
16/11/11	2033	On order	1.00	0.00	0.00	23.0000
07/10/11	2031	Part received	1.00	1.00	0.00	23.0000
13/05/10	2000	Not ordered	15.00	0.00	0.00	23.0000



# Adminsoft Accounts Basic User Guide – Stock Control

The columns '**Ordered**' and '**Received**' are pretty obvious, the '**Invoiced**' column relates to invoices received from the supplier. When entering an invoice received, it's possible to select one or more Purchase Orders the invoice is referring to, the details then appear in the body of the invoice. If this facility is used, the quantity that you have been invoiced by your supplier will then appear in the '**Invoiced**' column.

Note, it's possible for an order status to be '**Received**' (as in the P/O has been finished with), but the '**Received**' amount to be less than the '**Ordered**' amount. This is because it's possible to tell the system a Purchase Order is complete, even if there are still items outstanding. It has to be possible to do this, as sometimes a supplier may not be able to supply everything ordered.

## Quotes/Reserved tab

This section has two different things listed. See below:

Quotes:			Reserved Stock:			
Date	Price	Customer/Reference	Date	Price	Quantity	Customer/Reference
27/07/16	38.50	A Test Company	27/07/16	39.50	2.00	A New Account

The list on the left '**Quotes**' shows any quotes given to a customer, either directly from the stock item details form or via the AutoManager module. This does not include any items added to an Estimate via the Sales Ledger (A/c Receivable). Single left click on a quote to view the details, it will also allow you to cancel the quote. See the form below:

Stock Control - Stock Item Price Quoted to Customer

**Customer**

A/c Code: AGR002 (optional)

Name: A Test Company

**Stock Item**

Stock Code: 00-0024TEST

Description: LEVER, FR BRAKE, HARRIS T140

Retail Price: 41.67 (each, your retail, not necessarily that quoted by supplier/manufacturer)

Discounted: 41.67 (each, usual discount given to customer selected above)

Cost Price: 23.00 (each, an average of actual cost, unless no stock, then supplier quoted)

**Quote**

Ref / Name: Joe Bloogs

Price: 38.50 per 1.00

Held Until: 27/07/2016 at 23.59

Quoted by: SUPER

Quoted on: 27/07/2016 at 18:01

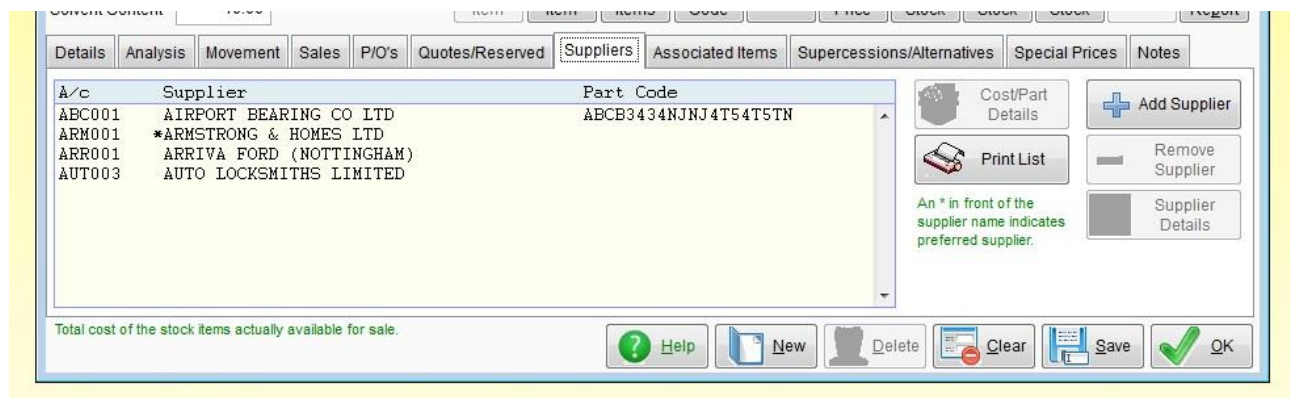
# Adminsoft Accounts Basic User Guide – Stock Control

When entering a quote, the user can type in a date and time for when the quote will expire, the '**Held Until**' input field. After a quote expires, it will remain in the list. It's down to you as to whether you would still honour the price quoted. If a quote is cancelled, it will still remain in the list, but will say it's cancelled when the details are displayed.

On the righthand side of the '**Quotes/Reserved**' tab, we have the '**Reserved Stock**' list. This lists any quantities that may have been reserved. A single left click on a line will display the details, which look very similar to the '**Stock Item Price Quoted to Customer**' above, except there is an extra input field for quantity. The only place stock can be reserved is from the stock item details form, by clicking the '**Reserve Stock**' button. This option has already been covered in this guide, so we won't go into it again. One thing we will re-iterate though, is that stock will remain on reserve until the reservation is cancelled, which can only be done from the '**Stock Item Reserved for Customer**' form that appears when you click on a line in this list. When a reservation is cancelled, it will still appear in the list, though it will not appear in the '**Reserved**' figure in the top right corner of the stock item details form.

## Suppliers tab

This section lists all the suppliers who supply the particular stock item. You can manually add suppliers, by clicking the '**Add Supplier**' button. But suppliers will be added automatically if the stock item appears in a Purchase Order for that supplier. You can also remove suppliers from the list by clicking the '**Remove Supplier**' button. Note: this only removes the supplier from the list of suppliers of this stock item, it does not delete the supplier account.



To view the details of a supplier part record, either single left click on it, and then click the '**Cost/Part Details**' button, or double click. The supplier part record will look something like the next screen image:

# Adminsoft Accounts Basic User Guide – Stock Control

Stock Control - Details of Part Supplied

Stock Code: 00-0024TEST

Description: LEVER, FR BRAKE, HARRIS T140

Supplier A/c: ABC001 AIRPORT BEARING CO LTD

Preferred: N (perferred supplier for this stock item? Y/N)

Manufacturer: TEST1 Test Manufacturer

Part Code: ABCB3434NJNJ4T54T5TN (suppliers part code)

Disc. Code:

Retail Price: 41.67 per 1.00 (if published)

Cost Price: 0.00 per 1.00 (if published)

Last Cost: 23.00

Unit of Issue: 1.00 (usually purchase in lots of)

Min Order Qty: 0.00

Surcharge: 0.00 (if any, as charged by the supplier)

Note: the discount code above (if one is entered, its optional) takes priority over the discount code on the main stock item record. It is a Purchase Discount, used when entering P/O's or the 'Stock Received' option.

Retail price last changed: / /

Pub. cost price last changed: / /

Last time item purchased: 22/03/2014

Buttons: Help, Delete, Cancel, OK

This '**Details of Part Supplied**' form is pretty important if you use Purchase Orders, as much of the information for the Purchase Order will come from this form.

**Preferred** allows to you to select (just one) supplier as the preferred supplier for this stock item. When using the 'Build Up Order From Stock' option when creating a new Purchase Order, by default, only items that have a supplier record where '**Preferred**' is set to 'Y' for that supplier will be included. But this behaviour is selectable in the 'Build Up Order From Stock' option.

**Manufacturer** allows you to specify the manufacturer if the item, which of course may often may not be the supplier. Although this input field is coded, really, it's for your information only, nothing is done with this information, and the input field can be left blank if you wish.

**Part code** allows you to specify a stock code used by your supplier, which may be different to the code you use. When a Purchase Order is printed (or otherwise output), the suppliers part code will appear under the line containing the stock item details. Note: it will not appear in the body of the Purchase Order on screen, though if you cursor over the 'Stock Code/SKU' input field, the suppliers stock code will appear in the additional information in the bottom left hand corner of the Purchase Order window. This input field can be left blank if you use the same stock codes as your supplier.

**Disc. Code** is the Purchase Discount code. This will override the Purchase Discount code in the stock item details. Please see the guide on 'Discounts' for a detailed explanation of how the discounting and costing systems work.

**Retail Price** is the suppliers recommended retail price. This is put into the 'Retail Each' field in a P/O, when this particular supplier is selected. It can be edited in the P/O. Depending on the 'Retail price to update item price' setting in Setup → Order Processing → Settings, it may be used to

# **Adminsoft Accounts Basic User Guide – Stock Control**

update the stock item price when the goods are received. It can be left as 0.00, in which case it will be ignored, and the 'Retail Each' field will be zero (but not used, if 'Retail price to update item price' is set to 'Always'). If you have entered a purchase discount code, then the cost may be automatically worked out based on this retail price. Note, both retail and cost prices have a '**per**' input field to the right of them. Normally, this will be 1, ie. the price is per each item. But sometimes, items are not priced in 1's, particularly if they have a very low unit value. You may, for example, have 1,000 items priced at \$12.35. You can't price them per unit, as it would be very inaccurate, so you would enter the price as \$12.35 and in the '**per**' input field enter 1000.

**Cost Price** is the suppliers list price to you. It's the price you would expect to pay, unless they add any discounts or have a special offer, etc.

**Last Cost** is the last cost price used on a Purchase Order to this supplier. Often it will be the same as the '**Cost Price**', but not always. It will be less if there was a special offer or some additional discount on offer.

When raising a Purchase Order, it will use either the '**Last Cost**' or the '**Cost Price**', whichever is the lower. If both prices are set to 0.00 it will use the Purchase Discount code in the '**Disc. Code**' input field to work out a cost. Provided there is a discount band setup in the supplier account details. If there is no Purchase Discount Code in the supplier part record, it will use the Purchase Discount Code in the stock item details. If there is no Purchase Discount Code or no discount band setup in the supplier account, then it'll use the costing method as defined in the 'Settings' option in the Order Processing setup menu. This defaults to 'LIST', which is the list cost in the stock item details form.

**Unit of Issue** is the number of stock items purchased at a time. Some stock items always have to be purchased in 2's, or 4's, etc. For example, in the auto trade, spark plugs are often sold four at a time, or six at a time, etc. depending on the plug. Often, this input field is just left at 1.00. It is also used when creating a Purchase Order using the 'Build Up Order From Stock' option. If for example, the system decides that it needs to purchase 11 items, but they are only available in 4's, it would order 12 items. Note, it will over order rather than under order.

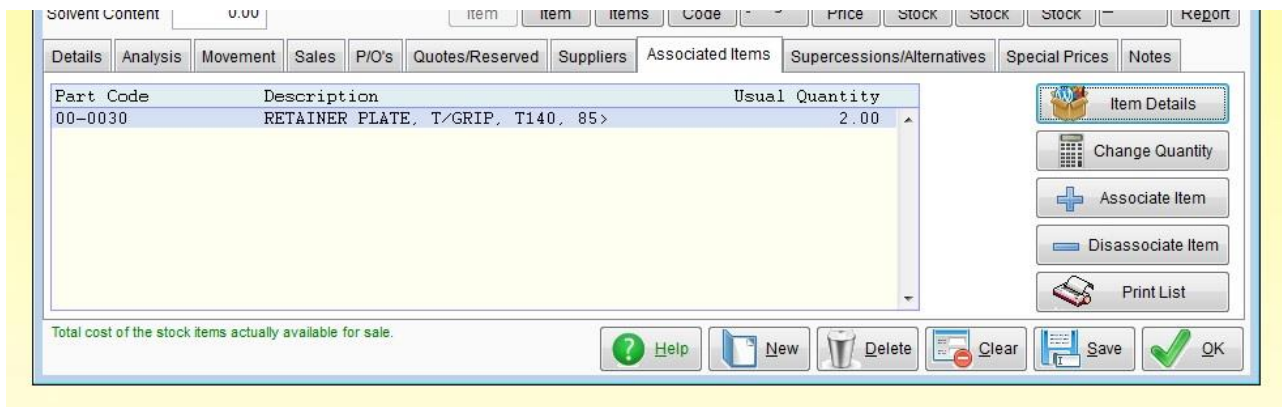
**Min Order Qty** is the minimum number of items you can order from this supplier. Note in the image of the '**Details of Part Supplied**' form, this has been set to 0.00. But that's actually an invalid number! To be valid, it must be larger than 0.00. Very often suppliers will require you to order a minimum of 10, or 20, or 100, or whatever. Be careful with this, because when creating a Purchase Order using the 'Build Up Order From Stock' option, if the amount that needs to be ordered is less than the 'Min Order Qty', then the stock item will never be automatically ordered.

**Surcharge** is a charge your supplier will make on service exchange items should you not return the used item to them. To avoid being caught out, you can add a surcharge to the stock item details (in the 'Selling' section) that will automatically appear on Sales Invoices. So, your customer pays a surcharge to you, which you can then credit/refund when they provide you with the used part.

## **Associated Items tab**

This lists any stock items that are in some way associated with the currently selected item. For example, if you sell a shelf, it might be that customers will often need to purchase screws and raw plugs to fit it. So, you could list these as associated items. Probably not a good example, as this information is only used in the Parts Counter option in the AutoManager module.

# Adminsoft Accounts Basic User Guide – Stock Control

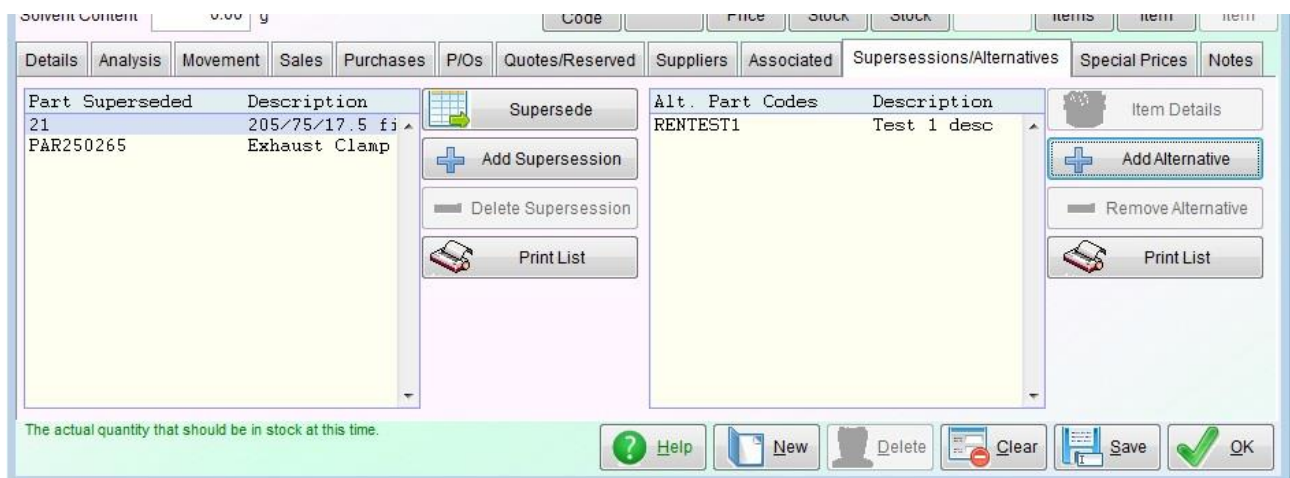


The '**Item Details**' button will display full details of the selected stock item. The '**Change Quantity**' button will allow you to edit the '**Usual Quantity**'. The '**Associate Item**' allows to you select another item to associate (there is no limit on the number of items that can be listed). The '**Disassociate Item**' button removes an item from the list (note, it does not delete the item).

Any items listed here do not automatically go on to the Sales Invoice, they simply appear in a list of associated items in the Parts Counter option, so your sales person can suggest them to the customer.

## Supersessions/Alternatives tab

This is another section that contains two different but not dissimilar lists. See the next image:



We'll start with the list on the left. This lists any stock items that supersede to the currently selected stock item. These may be items that are no longer available, and have been replaced by the currently selected item. To add an item to the list, click the '**Add Supersession**' button, the item may or may not already exist in your stock database. If it's an existing item, it's details will be merged with the current item. When a user enters the code of a superseded item, or selects one from a list of stock items, it's the details of the item that it's been superseded to that will appear.

When adding a supersession, if you select a stock item that is already superseded, then both it and the item it superseded to will be added. As will any other items that superseded to it.

To remove a supersession from the list, single left click on it and then click the '**Delete Supersession**'. This will remove any reference to in the stock database.



# Adminsoft Accounts Basic User Guide – Stock Control

If it's the currently selected stock item that needs to be superseded to another item, click the 'Supersede' button. A small form will appear, see the next image:

Stock Control - Supercede Stock Item

Stock Code: 00-0034 (item to be superseded)  
Description: some item or other - test

New Stock Code: 00-0034 (item to supersede top item)  
New Description: some item or other - test

(The top stock item will be superseded by the lower item, and all data carried over to the new item.)

Help Cancel OK

The 'New Stock Code' input field is initially the same as the existing stock code, you are required to edit it. As the new code cannot be the same as the old one. Once you've clicked on the 'OK' button, the currently selected stock item will become the new stock item. Whenever a user enters the code of the old item, or selects it from a list of stock items, then the details of the new item that it's been superseded to will appear.

Note, in most lists of stock items that include superseded items, an 'S' will appear on the righthand side of the listing to indicate the item is a supersession.

On the righthand side of the 'Supersessions/Alternatives' tab we have 'Alternatives' listed.

These are stock items that are equivalent to the currently selected item. Very often supplied by a different supplier, sometimes produced by a different manufacturer. For example, the memory chips in your computer are often a standard component that are produce by several manufacturers and are available via many suppliers.

The 'Item Details' button will display the full details of the selected stock item. The 'Add Alternatives' allows you to add an item to the list. The 'Remove Alternative' allows you to remove an item from the list. Note, it does not delete the stock item.

These alternatives are only used in the Parts Counter option in the AutoManager module.

## Special Prices tab

This section lists any special prices you may be offering to certain customers. See below:

Details Analysis Movement Sales P/O's Quotes/Reserved Suppliers Associated Items Supersessions/Alternatives **Special Prices** Notes

A/c	Customer	Value	Type
AAA001	csdcscscscscscs	45.00	price
ABC001	Smith, A Mr	38.00	price

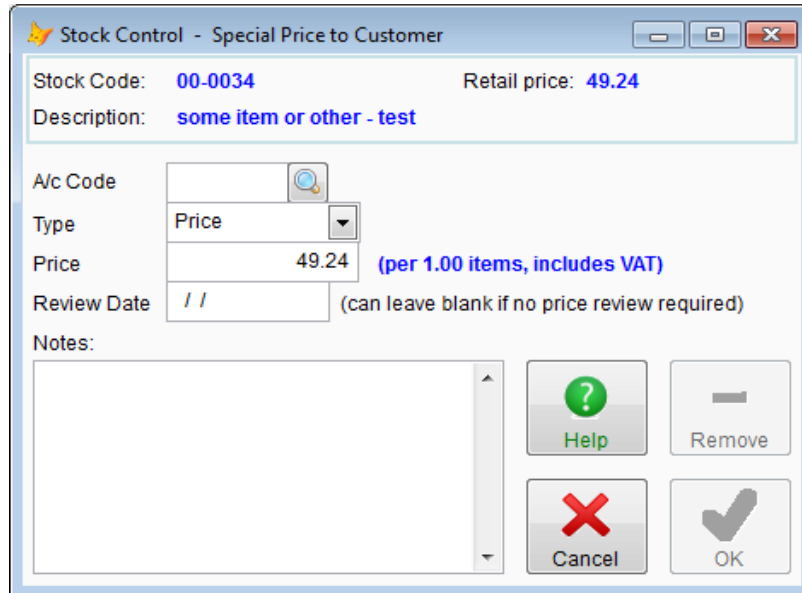
Change Price Add Customer Remove Customer Remove All Prices Customer Details Sales to Customer Print List

Help New Delete Clear Save OK

# Adminsoft Accounts Basic User Guide – Stock Control

The 'A/c', 'Customer' and 'Value' columns are fairly obvious. The 'Type' column refers to the type of special offer. It can be a straight forward price, as it is in the above image, or it can be a discount on retail, or a markup on cost.

To edit a price, single click on the customer, and click the 'Change Price' button. To add a new special price, click the 'Add Customer' button, a small form will appear as the image below:



The screenshot shows a window titled "Stock Control - Special Price to Customer". It contains the following fields and controls:

- Stock Code: 00-0034
- Retail price: 49.24
- Description: some item or other - test
- A/c Code: [input field with a magnifying glass icon]
- Type: Price (dropdown menu)
- Price: 49.24 (per 1.00 items, includes VAT)
- Review Date: / / (can leave blank if no price review required)
- Notes: [text area]
- Buttons: Help (green question mark), Remove (minus sign), Cancel (red X), OK (checkmark)

First you need to select the customer, either type in their account code, or click the find button to the right of the input field. Then select the 'Type', which can be price, discount on retail, or a markup on cost. If you select discount on retail, or a markup on cost, the 'Price' input field will change accordingly, so you would enter a percentage. Finally, if you wish you can enter a 'Review Date'. This is optional. The software will record when the special price was created.

The 'Remove Customer' button will remove the customers special price from the list. It will not remove the customer's account.

The 'Sales to Customer' will list all sales of that item to the customer. Note, in the list Sales Invoices will show with a negative quantity, as they reduce the stock. Credit notes will show with positive quantities, as they are adding to the stock.

It's important to keep track of any special prices you are offering your customers. To make this a little easier there is a report available that will list each customer that receives any special prices, along with each stock item and the price, discount, or markup. It is better, by the way, to run the 132 column version of this report, rather than the 95 column, as it uses the extra space to print the review date, date the price was last updated, and some other useful information. The report can be found in the 'Miscellaneous Reports' option in the 'Reports' section of the Stock Control menu.

## Notes tab

You can enter anything you like in here. There is virtually no limit to the amount of text you can enter. The input field will scroll when you get to the bottom. This section is for you to enter any notes that you think may be useful. They are only visible in the stock item details form itself, and in the Parts Counter option in the AutoManager module.

# Adminsoft Accounts Basic User Guide – Stock Control

## Making Wholesale Changes to Stock Details

This option is in the Stock Control/Inventory menu as 'Wholesale Stock Changes'. It allows you to make changes to a range (or all) stock items in one go. It can save a lot of time.

**Warning:** before you use this option, always backup your data first. Just in case stock items don't change in the way you intended! You can't roll back changes, except by restoring a backup.

The option is in three sections: '**Select Stock Items**' which allows you to specify the range of stock items you're interested in changing, '**Changes Required**' which allows you to specify which data fields you want changed (you can change more than one at the same time), and '**List Selected Items**' which displays a list of the stock items that will be changed.

In the screen image below, we have selected to implement a change to all stock items with a Sales Analysis code of 'PAR3':

Make Wholesale Changes to Stock Details

Select Stock Items      Changes Required      List Selected Items

Range:

Stock Code/SKU      to        
Description      to     

Select By:

Sales Analysis      PAR3      to      PAR3      Item Type      Any        
Sales Discount      to      to      Kit        
Purchase Analysis      to      to      Controlled Item        
Purchase Discount      to      to      None Stock Item     

Retail Price      to      Include Archived      No        
Minimum Quantity      to      Value Added Tax        
Maximum Quantity      to      Commission Type      Any        
Re-order Quantity      to      Commission      to        
Surcharge      to      Bin Location      to        
Unit of Issue      to      Last Price Update      / /      to      / /        
Weight      to      Last Sale      / /      to      / /        
Solvent      to      Last Purchase      / /      to      / /     

Number of stock items selected: none

Help      Preview Only      Update      Close

You can see we have entered 'PAR3' in both of the 'Sales Analysis' input fields in the 'Select By' section. There are two fields to allow you to select a range. So, for example we could have specified 'PAR1' to 'PAR3', then all stock items with Sales Analysis codes between those values (including those values) will be selected. You can narrow the selection down further if you wish by entering values into other input fields. For example, we could put a 'Y' into the 'Kit' input field, so only kits would be selected with Sales Analysis codes between 'PAR1' to 'PAR3' inclusive are selected.

Next click on the '**Changes Required**' tab and enter what it is you want changed. It can be any field listed, and it doesn't matter if it's a field that you're using to select stock items on. So, for example we could enter 'PAR5' in the 'Sales Analysis Code' input field. Then all stock items



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selected would have their Sales Analysis code changed to 'PAR5'.

Make Wholesale Changes to Stock Details

Select Stock Items      Changes Required      List Selected Items

Bin Location 1  
Bin Location 2  
Bin Location 3  
Item Type: Ignore  
Controlled: (Y/N)  
None Stock: (Y/N)  
Still Available: (Y/N)  
Minimum Quantity  
Maximum Quantity  
Re-order Quantity  
Unit of Measure: (items, kg, litres, etc)  
Unit of Issue  
Surcharge  
Weight  
Solvent

Sales Analysis Code  
Sales Discount Code  
Purch. Analysis Code  
Purch. Discount Code  
OK to Sell: (Y/N)  
Retail Price Change: Set retail prices to value below  
Retail Price Amount: ☒ Incl. disc bands & special prices  
(Units, usually 1, ie. each)  
Retail Price Per  
Commission Type: Ignore  
Commission  
Value Added Tax

Fill in one or more fields that are to be changed. Any fields left blank will be ignored. All data entered here must be valid.

Number of stock items selected: none  
Last backup on: 20/03/2019 at 10:07

Help    Preview Only    Update    Close

We can also change the retail price of items. The input selection field 'Retail Price Change' determines how prices are changed, The options are:

**'Set retail prices to values below'** which will set the price of all items to whatever price has been entered in the **'Retail Price Amount'** input field.

**'Change retail prices by value below'** will change the input field **'Retail Price Amount'** to **'Chge Retail Price by'** allowing you to enter an amount by which the retail prices will change. If you wanted all prices to go up by 2.50, you would simply enter 2.5 into the **'Chge Retail Price by'** input field. If you wanted to reduce all prices by 2.50, you would enter it as a negative value, as -2.50.

**'Change retail prices by percentage'** will change the input field **'Retail Price Amount'** to **'Chge Retail Price %'** allowing you to increase or decrease retail prices by a percentage. You can enter a positive or negative value.

To the righthand side is the option **'Incl. Disc bands & special prices'**. If selected (which it is by default), as well as changing any prices in the stock item records, it'll also change prices in any associated discount codes and customer special prices.

Next click on the **'Preview Only'** button at the bottom of the form. This will run through your stock database and select the items you've requested. No changes will be made at this stage. When it's done, it'll tell you how many stock items have been selected (in the bottom right hand corner). You can then view the list by clicking on the **'List Selected Items'** tab, which we strongly recommend you do.

If the list of stock items isn't quite what you were expecting, click on the **'Select Stock Items'** tab

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and refine your stock item selection. Then click '**Preview Only**' button again. You can go through this procedure as many times as you wish until you're happy the list is correct. You do not have to enter the changes required to each item every time you go through this stock item selection process, as that information will remain until you're ready to use it. You can remove individual stock items from the list by single left clicking on the item, and then clicking the '**Remove Item**' button. This only removes the item from the list, it does not delete the stock item. Note, if you click the '**Preview Only**' button again, the stock item you removed may well appear again.

Once you're happy the list is correct, click the '**Update**' button at the bottom of the form. This will run through the list of stock items and update each one in accordance with the changes you specified in the '**Changes Required**' section.

**WARNING:** any updates to your stock item data made using this option **cannot** be rolled back except by restoring a backup. So, it's very important you backup your data before using this option.

## Import Data from Supplier

This option can be found in the Stock Control/Inventory menu. Despite the name of the option, it can actually import data from a file that contains stock item information from a range of suppliers, or no suppliers at all.

It is mainly used for updating retail prices and supplier cost prices. But it can also be used for updating stock quantities, including adding the opening stock. The file to be imported must be an ASCII based text file.

To import data, the software has to know what the format of the file is that it's to import, and what data it contains. To do this, you will need to create an Import Definition. So, when you select this option, the first thing to do is to click on the '**New Definition**' button at the bottom of the form. A form will appear that will look something like this:

Stock Control - Import Data Supplied by Supplier/Manufacturer

Settings Defaults Import Data

Supplier Account Code  (imported items will be associated with this supplier)

Make this supplier the preferred supplier ☐ Y

Name of supplier, manufacturer or other ref.  (this is just the name of this data import definition)

Location & file name of data to be imported

Data field delimiter (usually , | or TAB)

Number of records at start of file to ignore  0

If stock item does not exist, create it ☐ Y

Notes:

	This	Last
Number of stock records	0	
Stock items amended	0	
Stock items added	0	
Data last imported on		
Data last imported by		
Time update started		
Time update ended		

**WARNING:** It is very important you backup your data before actually updating your stock file with any imported data. If things go wrong, or the import doesn't quite work as expected, it can not be undone. You would need to restore your backup.

You can enter the suppliers account code, or ignore this if the data is not from one specific supplier

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(in which case, you would also ignore the 'Make this supplier the preferred supplier' input field as well). Enter a description of some sort into 'Name of supplier, manufacturer or other ref.' as you will need this to identify the import definition should you need to use it again (import definitions once created are saved). Next locate the file to be imported, you can either type in the location and name or click the find button to the righthand side of the input field. If the file is found, the button 'View Import Data File' will be enabled. If this button is not enabled, then it means the software cannot locate the file. Next, enter the character that delimits (ie. separates) each data field. In a CSV file this will usually be a comma. If the file is tab delimited, type in the word TAB. Some files have a header record describing each field, this needs to be ignored. So, in the 'Number of records at start of the file to ignore' you may need to enter a 1 (it can be more than 1 if necessary). Finally, if the software loads in a stock item that does not currently exist in your database, it needs to know what to do with it. The default setting is to create it, hence the input field 'If stock item does not exist, create it' will already be set to 'Y'.

If you click the 'View Import Data File' button, it will load the file into an ASCII text viewer. It can sometimes be useful to see the actual data, in order to help you set up the data field definitions, which is what we need to do next.

Click on the 'Import Data' tab. You will see a form like this:

All the data fields you can import are listed on the left hand side under 'Available Fields'. The data fields in your file to be imported are listed to the righthand side of it under 'Fields to Import'. You'll see that the stock code is already in there. As any stock item record MUST contain the stock code, for obvious reasons! Of course, in your file to import, the stock code may not be the first data field. No problem, in the 'Fields to Import' list click the stock code, then click the 'Insert' button below the list. This will move the stock code down a line, and create a space above it. Then in the righthand list 'Available Fields', click on the data item that is the first data item in your data file to import. If you click on an item in the 'Available Fields' list without clicking the 'Insert' button, the

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data item will be added below the last data item in the '**Fields to Import**' list, which may well be what you want it to do a lot of the time. If a data item is in the '**Fields to Import**' list that shouldn't be there, or is in the wrong place, click on it and then the click '**Remove**' button. To put a data item into the middle of the list, click on the item below where you need to insert the new item, and click the '**Insert**' button. Then click on the item in the '**Available Fields**' list.

In the data fields lists, you'll see things like n(15,2) or c(20) and so on, to the right hand side of the field. These represent what the field is, and the maximum size it can be. Character fields will start with the letter 'c' followed by the maximum size in parenthesis. So, c(20) for example, would be a character field with a maximum length of 20 characters. Numbers begin with the letter 'n'. They are followed by two numbers. The first is the maximum number of characters the number can take up, and the second is the maximum number of decimal places allowed. So, n(15,2) would allow a maximum number of 999999999999.99 Note, NO commas are allowed in numbers, otherwise the comma could be treated as a field separator. Also, no double quote marks ( " ) are allowed in character fields, because they will terminate the field. If you have stock item descriptions in your import field that contain double quote marks, the description could be truncated. For example, the description: RED WIDGET – 3" DIA PIPE will end up being imported as: RED WIDGET – 3 If any of your characters fields contain double quotes, you'll need to either remove them, or change them for single quotes ( ' ), which will import OK. Of course, double quotes around the description are fine, and common. For example, "RED WIDGET – 3' DIA PIPE" would be acceptable. Commas in character fields are fine, provided the character field is enclosed in double quotes.

If you have a data field in your imported data file that you do not want to import, a field you want to ignore, then select '**BLANK CHARACTER FIELD**' or '**BLANK NUMERIC FIELD**', depending on what the data is you want to ignore. These are at the end of the list of '**Available Fields**'. Unlike the other fields, you can use these two fields as often as you wish. They can appear in the '**Fields to Import**' list as often as required.

Once you think you've got the data fields sorted out, click the '**Import Stock Data to Temporary File**' button. This attempts to import the data from your file and make some sense of it. It may work, it may not. You may find it'll require a little trial and error! Once it's imported into the temporary file, you can click the '**Browse Stock Data in Temporary File**' button to see if the import has made sense of your data. If it looks OK, we recommend you then click the '**Check Data in Temporary File**' button. This will check over the data for you, and highlight anything it thinks may be an issue.

Before you go on to the final stage of updating your actual stock file, click on the '**Defaults**' tab. This displays the information it will put into any new stock items that it has to create. When you're happy this is correct, click back to the '**Import Data**' tab.

If you haven't yet backed up your data, now is a good time to do it! If you have already backed up your data, click the '**Update Accounts System with Stock Data in Temporary File**' button. Your actual stock data will now be updated with the data from the imported file. This process cannot be undone. **Once those updates are made, the only way to undo them is to restore a backup.** If you click on the '**OK**' button, this will save the import file definition, and exit the form. So, if you needed to back up your data, when done you can back into the 'Import Data from Supplier' option, you can select the import definition you created and continue from where you left off (you will have to do the import data into temporary stock file operation again).

**WARNING:** any updates to your stock item data made using this option **cannot** be rolled back except by restoring a backup. So, it's important to back up your data before importing stock data.



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## Receive Stock from Supplier

This option is in the Stock Control/Inventory menu, in the 'New Transactions' section. It does exactly what it says it does! If you order stock from a supplier, and haven't used the Purchase Order Processing facility, then this option may be the best way to get the items into stock.

When you start up this option, the form looks like this:

Stock Control - Delivery Note Details - Stock Received from Supplier

Supplier A/c Code:

Delivery Note Ref.:

Date Received: 03/08/2016 Wednesday

Enter details of delivery note received here. However, if the delivery note was as a result of a purchase order created via this system, then you should use the 'Receive Order into Stock' option in Purchase Order Processing.

Line	Quantity	Stock Code	Description	Cost Each	Amount
1		F			
2		F			
3		F			
4		F			
5		F			
6		F			
7		F			
8		F			
9		F			
10		F			
11		F			
12		F			
Total (excl.)					

Note: Many delivery notes do not show the cost, in which case you may need to delay entering the received goods until the prices are known.

Extra:  
Location:  
Retail (ea.):  
Avg. Cost:

Buttons: ? Help, Print, Cancel, OK

It says '**Delivery Note Details**' at the top. Which is really what it is, you'll probably be entering the details off a delivery note. Anyway, the first thing to do is to select the suppliers account code. If there is a delivery note number or some other reference, enter it into the '**Delivery Note Ref.**'. You may need edit the '**Date Received**', as this will always default to current date. Next, you can start entering details of the items received.

First the quantity, then type in the stock code, or click the 'F' button to locate the stock item. If a valid stock code is typed in (or found), the '**Description**', '**Cost Each**' and '**Amount**' (ie. total cost) columns will be filled in automatically. Always check the '**Cost Each**' if possible. Because what the software thinks the cost might be, and what it actually is, are not always the same thing! Once this cost has gone into the system, it's not possible to change it at a later date. For this reason, if you're entering the details off a delivery note, and there are no costs on there, you may want to wait until the supplier's invoice comes in. It really depends on your situation at the time,

If you type in a stock code that does not exist, the software will assume it's a new item to be added to the stock database and will ask you for a description and retail price. Some of the data fields in the stock item details will take on default values. You can setup these values in the 'Settings' option in the Stock Control/Inventory setup menu. This facility is very useful as it allows you to easily create new stock items without have to go backwards and forwards into the stock item details form. But, be careful you don't end up creating stock items that you already have because you miss-typed the stock code!

You can enter up to 99 lines in the Stock Received option. If your Delivery Note is longer, you'll

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have to enter it in two or more sessions. It doesn't matter if in each session you enter the same Delivery Note reference.

Click on the up and down arrows on the left hand side of the form to scroll it.

When finished, you can click the '**Print**' button if you want a printed record of what you entered. Click on the '**OK**' button to process the stock received and exit the form.

As per most other options in Stock Control/Inventory, this option does NOT make any postings into the Nominal/General Ledger.

## **Send Stock Back to Supplier**

This option is in the Stock Control/Inventory menu, in the 'New Transactions' section. It allows you to send stock items back to your supplier. This may be for a refund, credit note, or your supplier may replace the items. Whatever the reason, this option will record the items going out of stock, and if the stock items are 'controlled' it will adjust the stock quantities accordingly. It also allows you to print out a Delivery Note.

The operation of this option is very similar to the 'Receive Stock from Supplier' option, so we won't go through it in any detail. There is one main difference though, if you enter a stock code that is not found, it will NOT create a new stock item, but it will display the stock code and allow you to enter a cost. So, you can use this option to return items that are not in your stock database. You cannot enter a description though, so it's not ideal.

## **Maintaining the Value of Stock in the Nominal/General Ledger**

There are two ways of maintaining a total cost of stock: the Periodic Inventory System, and the Perpetual Inventory System. Adminsoft Accounts defaults to the Periodic Inventory System. This means as stock comes in, and the supplier's invoice is entered (postings to the Nominal/General Ledger are only made when an invoice is entered) the stock account in the ledger goes up. It keeps going up as you buy more stock, regardless of sales. Every so often (hence 'Periodic') you will do a stock take and make a posting into the ledger to adjust the balance. It's assumed that any difference between the stock account and the value actually held in stock is due to sales.

The Periodic Inventory System is probably not as widely used now as it used to be. And as you can see, it has its limitations. The Perpetual Inventory System is an attempt to maintain the current value of stock held in the stock account, without regular stock taking. As supplier invoices are entered into the system, the stock account goes up. But, when a sales invoice is entered, the costs are taken off the stock account. So, in theory at least, the stock account should always show the total value of stock held. To operate this system, two Nominal Ledger (General Ledger) accounts need to be added to the Sales Analysis codes. One account will be the stock account (the default is a/c 1000 an asset account, contains value for all purchases of stock), and the other a COGS (Cost Of Goods Sold) account (the default is a/c 5000, an expense account). When something is sold, postings will then be automatically made between the stock account and the COGS account. Reducing the asset value, and increasing the expense. In theory (subject to losses through breakage, theft, etc.) this should automatically maintain the total value of your stock holding, and provide a more accurate and up to date figure for your Profit and Loss (Statement of Income) and Balance

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Sheet (Statement of Financial Position) reports.

More detailed information is available if you click the '**Help**' button in the Sales Analysis code set up option.

## **Finally.....**

Most other stuff in the Stock Control/Inventory menu is all lists and reports. There is Purchase Order Processing, which is dealt with in another guide. Also, both the AutoManager and Shop/Cafe Manager modules use stock control, they also each have their own guide, detailing how they use Stock Control/Inventory.

Sales and purchase discounts are also handled in their own guide, as they can get quite involved.

We haven't tackled every single nook and cranny of the stock control system. There's an awful lot of options, many of which are not accessed directly from the menu, but appear as part of some other option. But hopefully there is sufficient information in this guide to help you get your stock control up and running.

End of Document